

**NEVADA BOARD OF PAROLE COMMISSIONERS
PUBLIC RECORDS REQUEST FORM**

All requests for public records will be responded to in accordance with the provisions of Chapter 239 of Nevada Revised Statutes and the Nevada Board of Parole Commissioners policies and procedures. Our policy is to fill a request within 5 working days or less. If extraordinary use of personnel or technology is necessary, the request could take longer.

☒ **This section to be completed by the requestor**

Date of Request	
Name of Requestor	
Address	
Telephone	

Documents Requested

(Please be specific as possible and include names and dates of the documents, if you know them. This will help us respond to your request as quickly as possible)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Requester Signature:

This section to be completed by the employee receiving the request.

Fees charged:	Fees received:
Date request completed:	Employee signature:

Attorney General determination of access if document is known as a public record.

Date sent:	Date returned:	Access Granted (circle one)	YES	NO
Reason for Denial:				

Copy: Requestor / Board File / Attorney General (if applicable)